

Notice of Commencement

Do I Need One?

Where Do I Get One?

You will be required to file a Notice of Commencement if the job value is more than \$2500 or, more than \$5000.00 for mechanical work (if repair or replacement).

You must file your Notice of Commencement at the Recording Office, or at the Building Services Division when applying for your permit.

The Notice of Commencement must be signed by the owner of the property and notarized. We will be happy to notarize your Notice of Commencement for a fee of \$1.00 at the Building Services Division. You will need to have a valid Driver's License, passport, or Florida ID card present for ID in order for us to notarize your signature.

Sub Contractors

All sub contractors must be named at the time you apply for your permit. Any sub contractor you name, must be licensed. A contractor cannot name a homeowner as a sub contractor. You may call Lake County Building Services Division to check if a person is licensed or if they have any complaints against their license.



When Can I Move In ?

After your home has passed all inspections, an inspector will place a green tag on your meter box. The homeowner is responsible for contacting the power company. The Building Services Division will issue a Certificate of Occupancy, which will be mailed to you. If you have any questions, please feel free to contact us at :

Tavares Office (352) 343-9653

Clermont Office (352) 394-5962

Our customer service hours are Monday through Friday 8:00-5:00, and our phones lines are always open until 5:00.

We wish you good luck in your new home!



Lake County
Department Of Growth Management
Building Services Division

How to Obtain a Permit for:

Single Family Residence



To Facilitate A Sustainable Environment"

Tavares Office

315 West Main St. Phone (352) 343-9653
Tavares, Florida Fax (352) 343-9661

Clermont Office

685-B West Montrose St. Phone (352) 394-5962
Clermont, Florida Fax (352) 394-0197

Reach Us On The Web
www.lakegovernment.com

Where Do I Start?

Start on the 5th floor of the Administrative Building, 315 West Main Street, Tavares, Florida or the Clermont Annex, 685-B W. Montrose St., Clermont, Florida.

When you step off the elevator, sign in at the Customer Service Desk. Your name will be called by a team member of the Zoning Department. You will obtain your zoning clearance and all flood papers, if applicable. Your name will be transferred via computer to the Building Services Division.

An intake specialist will assist you and review your application package. The specialist will give you the permit number for your package. We will call you when your permit is ready. Please bring your permit number with you when you return to pick up your package.

If you are on a septic system or have a well, you must go to Environmental Health located on the 1st floor of the Administration Building to apply for your

Who Do I Call?

The following phone numbers will be helpful throughout the process of obtaining your permit.

Building Services Division

Tavares Office (352) 343-9653

Clermont Office (352) 394-5962

Environmental Health

Tavares Office (352) 253-6130

Clermont Office (352) 394-5747

Planning & Zoning

Tavares Office (352) 343-9641

Clermont Office (352) 394-6466

Property Appraisers Office

Tavares Office (352) 343-9748

Clermont Office (352) 394-7257

Recording Office

(352) 253-2600

Public Works

(352) 253-4900

What do I bring?

The following items are required for a complete permit package.

- **Permit Application** with job value, directions and sub-contractor names and numbers.
- **A current tax receipt** or property record card showing full legal description and current owner's name. A recorded deed may be required to show current ownership.
- **Plot plans** to show lot dimensions, location of any and all structures, bodies of water, and distances to property lines and wetlands, if applicable. Plot plans must be drawn to scale.
- **Construction plans** that are signed and sealed by an engineer or architect.
- **Energy Codes**
- **Copies of Zoning clearance** can be obtained from zoning on the 5th floor or at the Clermont Annex.
- **Wetlands Affidavit** will be given to you by zoning if applicable.
- **Flood papers** will be given to you by Public Works if applicable. Zoning will let you know if applicable.
- **Driveway Permit Application** is required if property entrance is on a County Maintained road.
- **Notice of Commencement**; this gives notice that the Property is being improved and job value is greater than \$2500.00.
- **Environmental Health** located on the 1st floor or at the Clermont Annex. A visit is necessary if you are on well or have a septic tank system.
- See Form #25 for Residential Plan Requirements
- **Product Approval** (must contain a list of all structural elements to be used including Florida Product Approval numbers).

Owner / Builder Permits

To obtain a building permit, you must be a licensed contractor or the legal property owner.

If you apply as an owner/builder, the building must be for your own use and occupancy. It may not be for sale or lease. If you sell or lease the building you have built within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103(7).

It is your responsibility to make sure that your employees have licenses required by the state and or county municipal licensing ordinances. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and must provide worker's compensation for that employee, as prescribed by Florida law.

[You may not hire an unlicensed contractor.](#)

NOTICE

Homeowners—Owner/Builders

Performing your own work in accordance with F.S.489.103(7) is your right and represents more than a challenge in consideration of the prevailing codes, standards and ordinances governing construction in the State of Florida.

Please be advised that a thorough understanding of these codes, including building, plumbing, mechanical, electrical, energy accessibility, state laws, standards and local ordinances is absolutely necessary when acting as a contractor.

As a note of caution, if you are thinking of acting as your own contractor, please consider the fact that reinspection fees are \$55.00 per violation.

Please consider using licensed contractors to ensure compliance with the prevailing codes, etc.

Dale T. Greiner
Director, Building Services